

# Configuring and Working with a Browser Lesson Plan

## Workshop Title:

Configuring and Working with a Browser

## Time Period:

1.5 Hours

## Overview:

This course presents students with advanced features of Internet browsers. Basic Internet concepts will be reviewed, followed by information on how to create, organize, and display bookmarks. In addition, students will be given step-by-step instructions on configuring browser preferences and options, and information on how to utilize other browser tools.

Throughout the course, attendees will perform various exercises that will allow them to practice the skills and concepts being presented. These exercises will provide hands-on experience working with Internet browsers.

## References:

- Configuring and Working with a Browser Workbook

## Terminal Objective:

Upon completion of this course each participant will, with the aid of the ***Configuring and Working with a Browser Workbook*** and course notes, be able to explain basic World Wide Web and Internet concepts, start their Internet browser, explain the items contained on their browser screen, and effectively use their Internet browser to manage bookmarks, configure preferences, and navigate the World Wide Web.

## **Enabling Objectives:**

Each participant will be able to:

- ▶ Discuss various Internet concepts, such as World Wide Web, hypertext, hyperlinks, browsers, and Uniform Resource Locators (URLs)
- ▶ Launch and exit an Internet browser, use menu and tool bars, follow hyperlinks, use URLs, download or save files, as well as copy selected information from a browser
- ▶ Add, delete, organize, and use bookmarks (or favorites)
- ▶ Configure Preferences (or Options) to customize the appearance and operation of browsers
- ▶ Perform Internet searches using popular search engines to locate information

## **Prerequisites:**

None.

## **Software Required:**

- ▶ Netscape Navigator (version 3.0 or higher)

## **Instructional and Other Materials:**

- ▶ White board
- ▶ Flip chart
- ▶ Course evaluation forms
- ▶ Class schedule
- ▶ Class roster

## **Machine Preparation:**

- ▶ Start each machine at the **TIIS** home page.

## **Presentation Methods:**

The course presentation will be a combination of lecture, open discussion, demonstrations, hands-on practice and exercises.

**Evaluation Method:**

Participants will demonstrate the ability to successfully launch their Internet browser, work with advanced features and configurations and navigate the World Wide Web.

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Time	Instructional Activity	Discussion Point
15 min.	<p><b><u>Welcome Class:</u></b></p> <p>During introductions, pass the class roster around the room and ask students to initial by their name.</p> <p><b><u>Questions:</u></b></p> <ol style="list-style-type: none"> <li>1. Expectations of the course?</li> <li>2. What is your previous experience using an Internet browser?</li> </ol> <p><b><u>Slide #1 - Course Purpose &amp; Objective</u></b></p>	<p><b>I. INTRODUCTIONS, SCHEDULE AND LOGISTICS</b></p> <p><b>A. INSTRUCTORS AND PARTICIPANTS</b></p> <p><b>Instructors:</b></p> <ul style="list-style-type: none"> <li>•Name and background information</li> <li>•Qualifications</li> </ul> <p><b>Participants:</b></p> <ul style="list-style-type: none"> <li>•Name (As time permits)</li> </ul> <p>(Refer to <b>Questions</b> indicated in previous column)</p> <p><b>B. ADMINISTRATIVE ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>•Discuss length of workshop and order of presentation</li> <li>•Discuss location of restrooms, refreshments, and snack machines</li> </ul> <p><b>C. COURSE PURPOSE AND OBJECTIVE</b> (Reference slide)</p> <p>The <u>purpose</u> of this course is to teach students how to effectively use an Internet browser</p> <p><u>Upon completion</u> of this course each participant will, with the aid of the <b><i>Configuring and Working with a Browser Workbook</i></b> and course notes, be able to successfully start their Internet browser, explain basic World Wide Web and Internet concepts, explain the items contained on their browser page, and effectively use their browser to manage bookmarks, configure preferences, and navigate the World Wide Web.</p>

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	<p><b><u>Discussion:</u></b>  As you discuss the workbook, display it for the students.</p>	<p><b>D. STUDENT MATERIALS</b></p> <ul style="list-style-type: none"> <li>•Configuring and Working with a Browser Workbook</li> </ul> <p>The workbook is written in a conversational style so that end-users will find it easy to use and understand. Each section is organized in the following manner: 1) presentation of concepts and terminology using step-by-step procedures and real-life examples; 2) summary of procedures within a tutorial format; and 3) practice exercises.</p> <p>The writing style, organization, and design of this workbook enables you (the end user) to utilize it for assorted functions: as a student workbook for this formal training, and as a self-paced tutorial and reference guide when you return to your workplace.</p> <p>Please note that topics are covered in more depth in the handouts than we will have time to cover in the course.</p> <p><b>E. PREREQUISITES</b></p> <p>None.</p>

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45 min.	<p><b><u>Lecture and Demonstration:</u></b>            (As you lecture, demonstrate the features being described.)</p>	<p><b>II. WHAT IS THE WORLD WIDE WEB?</b></p> <ul style="list-style-type: none"> <li>•Discuss the World Wide Web.</li> <li>•Describe a “page” or “web page”</li> <li>•Define “hypertext” and a “hyperlink”</li> </ul> <p><b>III. INTERNET BROWSERS</b></p> <ul style="list-style-type: none"> <li>•Define a “browser”</li> <li>•Discuss how to start your browser</li> <li>•Discuss the concept of a home page</li> <li>•Show and discuss the browser logo and status bar</li> <li>•Explain and show the menu bar (File, Edit, View, Go, Bookmarks or Favorites, Help)</li> <li>•Discuss Toolbar Buttons (Back, Forward, Home, Reload, Print, Stop)</li> <li>•Discuss what to do when a link connection fails</li> <li>•Discuss URLs and how to use them</li> <li>•Show and explain how to exit or quit your browser</li> </ul> <p><b>IV. BOOKMARKS</b></p> <ul style="list-style-type: none"> <li>•Define a bookmark</li> <li>•Demonstrate and discuss how to create and retrieve a bookmark</li> <li>•Explain and show how to organize bookmarks               <ul style="list-style-type: none"> <li>- Show the Netscape bookmarks window</li> <li>- Discuss the Internet Explorer organize favorites window</li> </ul> </li> <li>•Discuss bookmark properties (name and location)</li> </ul>

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18 min.	<p><b><u>Discussion:</u></b>          (If you prefer, questions can be taken during the lecture and demonstration period.)</p> <p><b><u>Exercise:</u></b>          (Either recommend an exercise or allow the students to select an exercise.)</p>	<p><b>QUESTIONS</b></p> <p><b>EXERCISES</b></p> <ul style="list-style-type: none"> <li>•Explain that not all exercises will be completed in class. Additional exercises are provided for out-of-class practice.</li> </ul> <p><b>V. CONFIGURING PREFERENCES</b></p> <ul style="list-style-type: none"> <li>•Discuss what preferences <i>are</i></li> <li>•Briefly discuss general preference choices (appearance, fonts, colors, images, apps, helpers ad language)</li> <li>•Discuss and demonstrate how to change appearance preferences (toolbars, startup, and link styles)</li> <li>•Discuss and demonstrate how to change fonts</li> <li>•Discuss and demonstrate how to change color preferences</li> <li>•Discuss and demonstrate how to control how and when images are displayed within Web pages (image preferences)</li> <li>•Discuss and display the applications panel</li> <li>•Discuss and demonstrate how to specify the configuration of the different helper applications</li> <li>•Briefly discuss the option for setting language priorities</li> </ul>

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10 min.	<p><b><u>Discussion:</u></b> (If you prefer, questions can be taken during the lecture and demonstration period.)</p> <p><b><u>Exercise:</u></b> (Either recommend an exercise or allow the students to select an exercise.)</p>	<ul style="list-style-type: none"> <li>•Discuss how to configure e-mail preferences (Options - Mail and News)</li> </ul> <p><b>QUESTIONS</b></p> <p><b>EXERCISES</b></p> <ul style="list-style-type: none"> <li>•Explain that not all exercises will be completed in class. Additional exercises are provided for out-of-class practice.</li> </ul> <p><b>VI. OTHER BROWSER OPTIONS</b></p> <ul style="list-style-type: none"> <li>•Discuss and demonstrate how to enlarge the browser content area (show how to remove the location fields, directory buttons, and change or remove the toolbar size or remove it entirely).</li> <li>•Show how to use a second (or third or fourth) browser window</li> <li>•Show how to download/save a file</li> <li>•Discuss and demonstrate the procedure for copying information from a web page (selecting information, copying, pasting)</li> </ul> <p><b>VII. CONFIGURING MEMORY AND DISK CACHE</b></p> <ul style="list-style-type: none"> <li>•Define cache and discuss why it's important to manage cache when working with a browser</li> <li>•Discuss and demonstrate how to change your cache settings</li> </ul>



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		<b>VIII. SEARCHING THE INTERNET</b> <ul style="list-style-type: none"> <li>▶ Discuss the concept of search engines</li> <li>▶ Discuss and demonstrate how to use some of the best search engines</li> </ul>
	<p><b><u>Discussion:</u></b> (If you prefer, questions can be taken during the lecture and demonstration period.)</p> <p><b><u>Exercise:</u></b> (Either recommend an exercise or allow the students to select an exercise.)</p>	<b>QUESTIONS</b>
		<b>EXERCISES</b> <ul style="list-style-type: none"> <li>• Explain that not all exercises will be completed in class. Additional exercises are provided for out-of-class practice.</li> </ul>
1 min.	<p><b><u>Discussion:</u></b> Talk about on-going support. Provide students with the e-mail address and toll-free number for ORPS support.</p>	<b>IX. ONGOING SUPPORT</b> <p>The ORPS helpline personnel are available to answer questions or help you in any way. You can reach them toll-free at (800) 473-4375 or you can send e-mail to support@tis.eh.doe.gov.</p>
1 min.	<p><b><u>Discussion:</u></b> Hand out the course evaluation form. Thank the students for their attendance and their attention and ask them to complete the course evaluation.</p>	<b>X. WRAP-UP</b> <p>Thank you all for your time and attention. We would appreciate you completing the course evaluation as this helps us continually improve our courses.</p> <p>The instructor(s) will be available as you leave to answer any individual questions you may have.</p> <p>Don't forget your training materials. Thanks again!</p>

